

**Veterans Services Foundation
Board of Trustees
Meeting Minutes
March 27, 2008**

DRAFT

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on March 27, 2008, at the Department of Veteran Services- Pocahontas Building, 900 East Main Street, Richmond.

Members Present

Vincent Burgess
Supriya Christopher
Paul Galanti
Leroy Gross
Adam Harrell
Frank Wickersham
Kathleen Wilder

Members Absent

Margaret Eure
Frederic Leigh
Raymond Smoot

Others Present

Sam Wilder, Chairman, Joint Leadership Council of Veterans Service Organizations (JLC)
Don Ferguson, Office of the Attorney General
Flora Hezel, Office of the Attorney General
Anne Atkins, Director of Communications, DVS
Tasmyn Childress, Administrative Office Specialist, DVS
Steven Combs, Director of Policy & Planning, DVS
Jack Hilgers, Development Coordinator, DVS
Judy Reid, IT Program Assistant, DVS
Armistead Ransone, Director of Finance and Administration, DVS
Terrance Eglund, Industrial College of the Armed Forces
Dan Robinson, Bearing Point Inc.
Joan Washburn, Member, Legislative Committee of the MOAA Virginia Council of Chapters,
and Community Development Director of the Military Family Support Center, Roanoke

Materials Distributed

- Meeting Agenda
- Draft Minutes of the November 15, 2007 meeting
- Veterans Service Fund November 26, 2003 thru February 29, 2008
- Virginia Acts of Assembly- Chapter
- VSF Balance Sheet 2003-2007
- VSF By Laws- Draft
- VSF Action Plan Subcommittee – Action Plan
- VSF Veterans Service- In Kind Donations Policy and Procedures
- VSF Procedures for Committee Meetings
- DVS – FY09/FY10 Budget as Agreed
- DVS – Inter-relationship between DVS, BVS, JLC and VSF
- DVS - Bill Tracking Matrix
- DVS- Letter from the Commissioner

Other Materials Viewed

- Virginia Veterans Services Foundation brochure
- Letter from Joan Baker Washburn
- Report form Joan Washburn
- JLC Legislative Objectives- Lesson Learned

Opening and Pledge of Allegiance

Chairman Frank Wickersham welcomed everyone, and called the meeting of the Veterans Services Foundation (VSF) Board of Trustees to order at 10:40 a.m. Leroy Gross led the Board in reciting the Pledge of Allegiance to the American Flag.

Roll Call of Members and Quorum Determination

The roll was called with seven of the ten members recorded as present. A quorum was determined to exist.

Review and Approval of Meeting Minutes

The minutes of the November 15, 2007 meeting were reviewed. A **motion** was made by Paul Galanti, and seconded by Commissioner Burgess, to approve the minutes as written. The decision was unanimous to approve the minutes as written.

Board of Veterans Services Initiatives

Discussion lead by BVS Chairman Paul Galanti:

Mr. Galanti reported that the department did very well with obtaining funding through the General Assembly, considering the tight budget this year. However Turbo Vet did not get into the budget. They put it in as an addition, but found out that no additions will be made to the budget due to not enough funds. Mr. Galanti got the 12 legislators, six from the senate, and six from the house to meet with him and discuss the Turbo Vet situation. Senator Cox and Senator Stosch were able to resurrect some funding and award Turbo Vet with \$100,100.

Joint Leadership Council of Veterans Service Organizations Initiatives

Discussion lead by JLC Chairman Sam Wilder:

Mr. Wilder said that in his opinion, this year the General Assembly provided the best funding ever for veteran issues. At the JLC day on the hill the JLC had more people that wanted to speak than time was available. A lot of co patrons signed on for veterans bills during the General Assembly. When the patrons took their bills through the legislative process, in almost every case, there were a JLC member there to support that patron and were helpful.

Chairman Wilder shared with the VSF, the JLC Lessons Learned. Chairman Wilder was surprised to see that not all legislators knew what the JLC was and what they were doing. The JLC Chairman's report and legislative objectives were sent to all 140 legislators, so that they could better understand the mission of the JLC. One of the lessons was that the JLC did not have the unity that he had hoped for, nor did it have the coordination with the Governor's office to make sure Turbo Vet was in the budget. Turbo Vet is one of the JLC's top priorities. It will remain a top priority and be part of the 2009 legislative objectives. Other objectives will also be paced on the 2009 legislative objective priority list. JLC Chairman Wilder reported that the JLC is already starting on 2009 legislative objectives and they are working on the top priorities for the year.

JLC Chairman Wilder reported that tax relief for veterans and VA citizen soldiers, both required a change to the constitution, which means that they are automatically deferred to the next fiscal year.

Chairman Wilder would like to thank Mr. Washburn for her involvement with raising funds for the Wounded Warrior project. He would like to see the DVS develop a handout about the Wounded Warrior program to hand out.

Chairman Wilder reported that on the 9th of April he will be going to a Service Academy Graduates BIS Net group. Everyone in the group is from companies that make contributions. He would like to be able to hand out something with a little more background information on the Wounded Warrior program. The question was asked how to get better publicity for the Wounded Warrior program.

Department of Veterans Services

Discussion led by Commissioner Burgess:

General Assembly

Commissioner Burgess thanked Mr. Hilgers, Mr. Combs, and Ms. Mead. He also thanked Delegate Cox and Senator Puller for teaming up together and giving the Wounded Warrior Bill 140 yes votes. Commissioner Burgess said that it is unheard of that veteran issues can out of the session with 4.5 million. Even though the Commonwealth is in a revenue down turn, DVS is keeping all programs, but waiting to fill some of their administrative positions.

Virginia is for Heroes

Commissioner Burgess briefed the VSF that DVS had its first regional “Virginia is for Heroes” conference on March 26, 2008, which followed a state-wide conference held last fall. The media coverage was great for the recent event. Three TV stations were there. Two print media employees stayed and were part of the break-out group. The DVS team plans to hold conferences in the Shenandoah Valley, Roanoke, Northern Virginia, and Richmond areas.

Commissioner Burgess reported that the fund raiser is very successful thanks to Ms. Joan Washburn.

Wounded Warrior Mental Health Program

Mr. Gross asked the Commissioner to explain the Wounded Warrior Mental Health program.

Commissioner Burgess explained that there are soldiers and their families who are returning from the war on terror, who are affected either mentally or physically. The Commissioner believes that soldiers are falling through the cracks because they are ready to go home and get on with their lives. The Wounded Warrior Mental Health program will help these veterans to get services. The suicide rate is stemming from folks getting no help or help that is too late. Large amount of the money raised will be put into the community to help to identify the gaps and provide service needs.

Town Hall Meetings

Commissioner Burgess reported that the JLC, the American Legion, and the VFW are partnering up make the town hall meetings a success by providing the facilities and support. The information that is discussed at the town hall meeting will be taken into consideration for the JLC’s legislative objectives. Commissioner Burgess would like to have Wounded Warrior pamphlets to hand out at the meetings.

Mr. Hilgers pointed out that the VSF pamphlet photo is not of the headquarters but of the Sitter & Barfoot Veterans Care Center. Mr. Ferguson said that it could look like the money is going to the headquarters and not the veteran’s issues and that the photo should be properly identified.

South West Virginia Cemetery

South West Virginia Cemetery will open late summer early fall. Things are moving at an even pace.

Turbo Vet

The National Defense University has approached the DVS to validate the proof of concept with the company that developed the software. After the validation process the information will be used to show the U.S. Department of Veterans Affairs that Turbo should be a system that the whole country should be using. DVS has been and will continue to seek Federal funding for the project.

DVS Updates

John Anderson is the new benefits service director. His office now is located in Roanoke.

Starting July 1 the Virginia War Memorial will fall under DVS. DVS will conduct the administrative responsibilities.

Veterans Service Fund Quarterly Report

Discussion led by Jack Hilgers and Armistead Ransone:

VSF Balance Sheet

Mr. Hilgers reported the VSF balance sheet from 2003-2007. This balance sheet is not what is used as a quarterly report of foundation cash balances that will be reported by Mr. Ransone. It was produced to show the legislators on capital hill that the foundation has been raising funds. VSF has \$233 thousand in contributions, and it has generated over \$41 thousand in interest. While unrestricted cash contributions are low restricted contributions are over \$232 thousand, which mostly go to the care centers and cemeteries. The in-kind donations show that the VSF has been seeking contribution. The ending balance, as of February 1, 2008, demonstrates that the foundation is making an impact in managing its funds and giving services to the care centers and the McGuire Medical Center.

Veterans Service Fund November 26, 2003 thru February 29, 2008

Mr. Ransone reported that the VSF beginning balance was \$268 thousand in November 2003. The current balance is over \$265 thousand of un-obligated funds. The obligated funds are mostly for the operations of the care centers and the cemeteries. The VSF has generated almost \$37 thousand in unrestricted funds. Before DVS and VSF were established, VVCC was receiving money directly. Since then, the VSF had dedicated \$8 thousand in related activities for the care center. The foundation had authorized \$10 thousand expenditures for the portraits of Sitter and Barefoot. The foundation has gone down \$28 hundred dollars from the starting balance back in November 2003. All allotted money for the care centers and cemetery is donated specifically for those operations, which are broken down by the itemized section of the VSF Fund balance sheet.

Mr. Gross wanted to know what the \$167 thousand, less expenditures was for.

Mr. Ransone explained that amount came from the \$39 thousand from the unrestricted funds; \$472 came from the cemetery operations, \$112 thousand sub-Total for the VVCC, and \$14 thousand from the sub total of the Sitter & Barfoot. The report shows that of the cash balance is almost \$4 thousand, but of that all but \$265 thousand is obligated.

Result of the 2008 General Assembly Session

Discussion led by Steven Comb and Jack Hilgers:

DVS Bill Tracking Matrix

The matrix was used to track the major veteran's bills that were in legislation. Turbo Vet, which is the JLC number 1 priority, is not on the sheet due to budget issues. A Budget Amendment request was put in for \$300 thousand for this fiscal year to put a visual deployment on the street,

\$900 thousand for next year fiscal year and \$250 thousand for continuing operations for Turbo Vet. Out of the \$4.5 million that was awarded to the Wounded Warrior Mental Health program, a \$100 thousand was awarded to fund Turbo Vet.

Mr. Combs reported that to date the War Memorial has received almost 6 million dollars in state funding, and 2 million dollars in private funding.

Mr. Combs report that there were major changes to the DVS and boards, which Mr. Hilgers will explain.

JLC Objective	Bill Number	Patron	Short Title	Status	Received
JLC Obj 1		Governor	Turbo Vet- Funding \$300 thousand- current FY08	Not Included	\$100 thousand
		Cole	Turbo Vet- Funding \$260 thousand- FY09/10	Not Included	
		Edwards	Turbo Vet- Funding \$300 thousand- FY09/10	Not Included	
JLC Obj 2	SB170	Blevins	Custody and visitation orders; modification based on active military duty; included in SB 188S2		
	SB188S2	Herring	Military Parents Equal Protection Act; created	PASSED	
JLC Obj 3 Wounded Warrior Mental Health Care	HB475H1	Cox	Mental health and rehabilitative services; Dept of Veterans Services et al., to establish program	PASSED	\$4.5 Million for the next two years. Requested just under \$6 million.
	HB1064	Brink	Veterans Services; mental health program; in HB 545H1		
	SB297ES1	Puller	Veterans; Commissioner, et al. to establish comprehensive program to address mental health needs	PASSED	
	SB304	Houck	Veterans; Commissioner et al., to develop various mental health programs; included in SB 297ES1		
JLC Obj 4 Virginia War Memorial Education Center	HB474H1	Cox	Virginia War Memorial; State Treasurer to advance loan for construction of an educational wing. When the War Memorial reaches 1 million in private donation the state will release 500 million. When the Memorial reaches 2 million in private funding the state will release the remained of the 6 million.	PASSED	Over 2 million in additional funding , now up to 8.1 million in funding
	SB662S1	Stosch	Virginia War Memorial	PASSED	
JLC Obj 5 Tax relief for 100% disabled veterans	HJ18	Lingamfelter	Constitutional amendment; property tax exemption for certain veterans (first reference)	Continued to 2009	Have to be brought up before the 2009 session,
	HJ38	Ware, O	Constitutional amendment; property tax exemption for certain veterans (first reference)	Continued to 2009	
	SJ8	Puller	Constitutional amendment; property tax exemption for certain veterans (first reference)	Continued to 2009	
	SJ10	Reynolds	Constitutional amendment; property tax exemption for certain veterans (first reference)	PASSED	
JLC Obj 6 Tax Relief for Citizen Soldiers called to Active Duty	HB473	Watts	Income tax, state; subtraction for National Guard or Reserve personnel pay	Continued to 2009 House Finance	
	HB1193	Moran	Military Service Personnel Bill of Rights of 2008	Left in House Finance	
	HB1364	Cline	Income tax, state; subtraction for National Guard or Reserve personnel pay	Continued to 2009 House Finance	
	SB293	Puller	Income tax, state; subtraction for National Guard or Reserve personnel pay	Left in Senate Finance	
	SB502	Northam	Income tax, state; subtraction for National Guard or Reserve personnel pay	Left in Senate Finance	
JLC Obj 7 Credit Freeze	HB175	Ware, O	Credit reports; authorizes military personnel and their spouses to freeze access thereto	Incorporated in HB1311	
	HB1307	Morgan	Credit reports; fee exemption for security freezes for military personnel	Incorporated in HB1311	

	SB325	Wagner	Credit reports; authorizes armed services members and spouses to freeze	Incorporated in SB576	
	SB461	Whipple	Credit reports; security freezes for armed services members	Incorporated in SB576	
DVS and boards	HB229H1	Cosgrove	Veterans services; changes references under powers and duties to Secretary of Public Safety	PASSED	
	HB477	Cox	Veterans Services Foundation; established to provide funding for veteran services and programs	Incorporated in HB1311	
	HB943	Jones, D.C.	Veterans services; changes references under powers and duties of Commissioner	Incorporated in HB229	
	HB1104	Bouchard	Veterans services; changes references under powers and duties to Secretary of Public Safety	Incorporated in HB229	
	SB314	Edwards	Veterans Services Foundation; established to provide funding for veteran services and programs	PASSED	
	SB521	Locke	Veterans services; changes references under powers & duties of Commissioner of Veterans Services	Incorporated in SB760	
	SB760S1	Wagner	Veterans services in the Commonwealth	PASSED	
Virginia War Memorial Transfer	SB580	Edwards	War Memorial Foundation; Department of Veterans Services to be ex officio members of board	PASSED	
Service-Disabled Veteran-Owned Small Business	HB1386	Miller, J.H.	Service-disabled veteran-owned small business programs; aligns state's requirements with federal	PASSED	
	SB680	Wagner	Service-disabled veteran-owned small business programs	PASSED	
501(c)(19) Organizations	SB459	Ruff	Retail Sales and use tax; exemptions for nonprofit entities exempt from federal income taxes	Left in Senate Finance	
Veterans Education	HB524	Suit	In-state tuition; eligibility for certain military personnel	PASSED	
	HB1109	Shannon	Veterans; tuition waiver for certain	Continued to 2009	
Fishing Permits	HB319	Cox	Fishing permit, special; issued to patients from veterans or military hospitals	PASSED	

DVS FY09/FY10 Budget, as agreed to by the House/Senate Conference Committee

Mr. Combs briefed the foundation that the sheet shows the history of funding, that veteran issues have been getting from 2005 to 2008. The funding has more than doubled as did the positions authorized for the department, which reflects the benefits section, cemeteries, administration, opening of a new care center, doubling in general funding and just about a doubling in non general funding which is the revenue for the care center, and cemetery obligations. That speaks to the efforts of the all board members supported by the DVS and the support that was received from the legislation.

Mr. Combs reported, the Governor's budget introduced and the General Assembly agreed to a specific authorization for the Veteran's Care Centers and it as a \$75 thousand spending authorization. The department can spend \$75 thousand in nongeneral fund to the care centers. Previously what had to happen was that money that was donated to the care center was spent under their cap for operating. The new procedure gives them money to cover donated money.

Mr. Combs briefed that the Summary of Capital Budget Appropriation for biennium gives the department the authority to spend money over the next biennium. The fund maintenance reserve money is money that is spent on the up keep for the facilities. Construction of the Southwest Virginia veterans cemetery, was authorized to seek grant funding for \$11.2 million. The cemetery project is 100% funded through federal grant funding.

Mr. Hilgers reported that House Bill 229, patroned by Delegate Cosgrove, incorporated several parallel bills as identified in the Bill Matrix presented by Mr. Combs and paralleled SB 760 patroned by Senator Wagner (that also incorporated Senator Locke's Bill SB 521). HB 229 passed the legislature and was approved by the Governor. HB 229 contains all of the Code changes passed by the VSF board at its last meeting. In addition, the bill clarifies the authority of DVS and the Commissioner. This will be covered in greater detail in the next section of Mr. Hilgers' report.

Action Plan Sub-Committee (APSC)

Discussion led by Jack Hilgers:

Report on Changes to the Code of Virginia as they relate to the VSF

The Virginia Acts of Assembly, which was provided to board meeting attendees, contains all of the changes to the Code of Virginia relating to the foundation. These changes allow DVS to establish programs related to services not only Virginia surviving spouses, dependents, and orphans but to all Virginia domiciled veterans and their dependents. It gives DVS the authority to determine their eligibility for benefits in accordance with Title 38 of the US Code. It also gives DVS more flexibility in issues such as Wounded Warrior and support for our citizen soldiers. In particular, the following sections of the Code of Virginia affect the foundation:

2.2-2001.1 Provides an over view of what is expected of Wounded Warrior.

2.2-2004 Additional powers and duties of Commissioner are expanded to cover members of the Virginia National Guard and Virginia Residents in the Armed Forces Reserves who qualify for veteran status.

2.2-2681 Makes the Chairman of the VSF an ex officio member of the JLC and 2.2-2715 includes the JLC Chairman an ex officio member of the VFS.

2.2-2715 Veterans Services Foundation; purpose; membership; terms; compensation; staff was directly affected by Delegate Cox's bill 477. The bill clarifies the purpose of the foundation. It also adds eight more members to the foundation. As before, eight members will be appointed by the Governor and will be non-legislative citizens, however, the bill adds five non-legislative citizens appointed by the Speaker of the House of Delegates and three non-legislative citizens appointed by the Senate by the Senate Committee rules. The appointments will be staggered to avoid a large turn over of members at one time. Additionally, the membership term will go from three years to four years. After the 1st of July 2008, the eight members appointed by the governor will remain and will continue to be appointed by the Governor. The Virginia Acts of Assembly also states "the Veteran Services Foundation shall support the programs established by this act as a top priority of its fundraising efforts." Attention was drawn to the legislative enactment clauses contained in the legislation. They give guidance on how the legislation should be interpreted and may go away after their usefulness has been fulfilled. These legislative changes will affect the current board By Laws. A revision will be made to the By Laws to comply with these Code changes. They will be presented well before the next board meeting to the members for their incorporation at that meeting.

Mr. Gross would like to change the By Laws to read the Chair and not Chairman. Ms. Wilder explained that chair is the modern term to include females that may hold the position.

Revised By Laws for Board Action

Mr. Hilgers reported that there are some technical changes to the By Laws. These are minor changes that correct past anomalies. The By Laws substantive changes in the agenda packet reflect the resolutions that were agreed upon at the last VSF meeting, such as adding a second vice chairman and establishing standing committees. Page two identifies the new second vice chairman. Page three has technical changes, the second line for the top is changed from “another” to “other,” and “Administration” changed to “Public Safety.” On page four everything that is in italics was extracted from the resolution the board voted on at the last meeting dealing with committees.

Mr. Hilgers clarified that if a committee is meeting with two board members present and they form a quorum, FOIA requires the committee meeting be open to the public and that it must be placed on the Commonwealth calendar three days before the meeting. Notice also must be posted three days before the meeting. Most meetings must be advertised because the product of the discussion at the meeting usually will be brought up in a future meeting or presented to the board. Finally, page 8 has two technical changes that are obvious including the one that changes “...Robert Rule of Order” to “...the current edition of Robert’s Rules of Order Newly Revised.”

Mr. Wilder wanted to know if the state is allowed to use the foundation funds if they would like at any time. He wanted to know if a trust fund protects the contributions made to the foundation.

Mr. Hilgers said that the trust fund protects the funds both under the Code of Virginia provisions for the Veterans Services Fund as a non-reverting trust fund and constitutionally.

Action Plan Status

Out of the 18 action items, almost all 18 are completed and a couple are pending. The main item remaining is the development of the foundation strategic plan. However, that is a task that should be the job of the Executive Committee now that it is established. The last action is to dissolve the action plan committee because it has completed its action.

Old Business

Chairman Wickersham called for Old Business:

Adoption of the Revised By Laws

Discussion led by Chairman Wickersham:

Mr. Gross made a **motion** to adopt the By Laws, 2nd by Mr. Harrell. There was no discussion and the decision was unanimous to adopt the By Laws.

DVS Inter-Board Coordination Procedures

Discussion led by Steve Combs:

Mr. Combs reported that the DVS team developed a policy to better coordinate the different veterans organizations; DVS, JLC, VSF and BVS and to draw on the strength of the boards and its members. He called the members attention to the procedures, which cover the ways the organizations can work together. Mr. Combs briefed everyone on the Inter-relationships between the DVS, BVS, JLC, and the VSF. The different boards have different functions. The BVS is a board that advises the Commissioner and established policy and procedures. The JLC mission is to advise the Commissioner on issues dealing with supporting veterans and their families. The VSF is a foundation where they seek, promote, and stimulate contribution to the funds.

A **motion** was made by Mr. Galanti to adopt the DVS Inter-relationship between the DVS, BVS, JLC and the VSF policy and procedures. It was seconded by [?]. The Chairman called for discussion.

Adoption of the DVS Inter-Board Coordination Procedures

Discussion led by Chairman Wickersham:

Mr. Gross asked Mr. Combs how are the two Senators positions normally filled on the BVS.

Mr. Combs explained that the procedures are written in the Senate Committee on Rules.

Mr. Combs continued with answering questions and clarifying how the procedures work. If the JLC identifies the need that will support Veterans, they will pass that need on to BVS for recommendation, the BVS would validate the need and then pass it on to the DVS for recommendation. The DVS may consider internal resources, external resources, or ask the VSF for assistance.

If the BVS identifies a need that will be passed on to the JLC for validation, if validated then it will be passed to DVS for consideration. The DVS will then seek internal funds, external funds or ask for assistance from the VSF.

If the VSF identifies the need it will be passed to the DVS. DVS will then pass it over to the BVS and/or the JLC, depending on which one is appropriate. The DVS will either seek internal or external funds or allow the VSF to provide there own funding.

If the DVS identifies a need it should be passed to the BVS for recommendations. The BVS will then turn it over to the JLC, VSF or any other appropriate agency.

There being no further discussion, the Chairman called for a vote to adopt the Procedures. The vote was unanimous.

Nomination and Election of 2nd Vice Chair

Discussion led by Chairman Wickersham:

Chairman Wickersham asked for nominations for the 2nd Vice Chair. Ms. Christopher nominated Ms. Wilder to be the 2nd Vice Chair, and it was 2nd by Commissioner Burgess.

Mr. Gross made a **motion** to close the nominations. There was no further discussion.

Chairman Wickersham announced the nomination of Ms. Wilder as the 2nd vice chair. With a unanimous decision Ms. Wilder is the new 2nd chair.

Appointment of standing Committee Members

Discussion led by Chairman Wickersham:

The VSF will have the following Committees:

Executive Committee: Mr. Wickersham- Chairman of the Board, Mr. Gross-1st Vice Chair, Ms. Wilder- 2nd Vice Chair, Mr. Smoot- Chair of Finance Committee and Ms. Christopher- Chair of Development Committee

Finance Committee: Mr. Smoot- Chair, Mr. Harrell, and Ms. Eure

Development Committee: Ms. Christopher- Chair, Mr. Leigh, and Ms. Wilder

As the new members come on board they will be appointed to different committees. Six new members will go to the Development Committee and the other two will go to the Finance Committee.

Procedures for Standing Committee Meetings and Functioning

Discussion led by Chairman Wickersham:

The Chairman told the board and committees to be aware of and abide by FOIA. Ms. Wilder mentioned concerns about the standing committee's meetings. If members are meeting informally and are not making a decision that will be brought to the board, then it ok to meet with out posting or giving meeting notice. The handout provided as part of the board agenda packet labeled VSF Procedures for Committee Meetings will be a guide on how to conduct meetings.

Chairman Wickersham said that committees can meet right before the actual VSF meeting for convince.

Ms. Wilder asked if email communications are acceptable and follow the FOIA rules.

Ms. Hezel informed 2nd Vice Chair Wilder that if her goal is to act upon something then there can be a FOIA problem. Electronic communications are specifically covered under FOIA.

Mr. Hilgers and Mr. Combs are going to put together informational packets to assist members in how to conduct business.

The VSF recessed for lunch at 12:22 p.m.

Chairman Wickersham called the meeting back to order at 1:04 p.m.

Proposal to have Executive Committee assume APSC Functions

Discussion led by Chairman Wickersham:

A **motion** was made by Mr. Gross to have the executive committee assume APSC functions as an order of business and was 2nd by Ms. Wilder. There was no discussion and the vote was unanimous.

Draft VSF Policy on In-Kind Donations

Discussion led by Jack Hilgers and Steve Combs:

Mr. Combs reported that the VSF is a foundation that receives monetary donations, in-kind gifts, contributions of goods, services, and non-negotiable property of whatever nature. In-kind donations have value and must be recorded and managed. In-kind donations do not include financial donations.

The donor will set the value of the donation they are. However at this time the foundation does not have the capacity to accept tangible goods for resale.

Mr. Gross made a **motion** to table and refer to the finance committee, and was seconded by Commissioner Burgess. The vote to table and refer was unanimous.

Proposal for funding Horton Cemetery Flag Poles and Flags

Discussion led by Commissioner Burgess:

Commissioner Burgess referred everyone to the letter from himself to the Foundation board members, which was included in the agenda packet. Commissioner was requesting \$4,564.50 in unrestricted funds from the VSF to complete the avenue of flags project at the Horton Cemetery.

Mr. Gross wanted to know if the VSF had procreated funds to the DVS that could be used as a discretionary expenditure.

Mr. Combs explained that the authority that the foundation had delegated to the Commissioner was for \$10 thousand for donations that were made for restricted funds. The idea was that if a donor came in a given amount of money for a restricted or designated purpose, then the Commissioner was able to give the authority to the department to purchase those specific items right away with out having to wait for the next VSF meeting.

Chairman Wickersham said that the Veterans Service Fund was reported to have \$67 thousand in un-obligated funds.

Mr. Combs explained that the un-obligated cemetery funds are distributed among the cemeteries. A portion of the funds are going to the upkeep of flags at the Amelia Cemetery. These are funds allotted cover different line items for the cemetery. There may only be about \$400 that can be allotted to the new avenue of flags.

Chairman Wickersham wanted to know if someone could talk to the donor because he is giving to a facility that already has flags. He would like to see the money re-designated.

Mr. Galanti believes that the American Legion would be a good donor for the avenue of flags project. He is going to give Mr. Chapman a call and see what can be done.

Commissioner Burgess is concerned about the timing issues. He would like the project completed by Memorial Day for the year of 2008.

Chairman Wickersham entertained a motion to refer the issue to the finance committee. A **motion** was made by Mr. Harrell and 2nd by Ms. Wilder to refer the issue to the finance committee. There was no discussion and the vote was unanimous to refer.

Care Center/Cemetery FY09 Budget Planning

Discussion led by Armistead Ransone:

Mr. Ransone reported to the Foundation that, last September the VSF approved the policy where the care centers and cemeteries can submit a budget at the beginning of the year so that they can plan their expenditures. A budget will be presented at the May board meeting for approval. All subsequent major changes to each budget will be submitted to the board. Previously, the centers and cemeteries had to come to the board every time they expended \$10 thousand. The new board procedures will eliminate that.

Charmin Wickersham wanted to know if the estimated budget shows donations and how is it calculated.

Mr. Ransone said that the estimations are done by taking in to consideration the last three years income and expenditures, and experience. He explained that they currently have a \$131 thousand currently and have never spent over \$50 thousand in the past four years.

Commissioner Burgess wanted to know if the budgets approved, will he be able to provide an itemized list of expenses.

Mr. Ransone explained that he could give the board a report every month.

Mr. Hilgers told the Chairman that it is a requirement that a member of the board sit in on the budget meetings. At this time no member has been appointed to do so.

Proposed 2008 Board Meeting Schedule

Discussion led by Chairman Wickersham:

It was agreed that the next meetings of the Veterans Services Foundation will be held on May 7, 2008, August 6, 2008, and November 12, 2008.

A **motion** was made by Mr. Gross to approve the new meeting schedule. It was seconded by Ms. Wilder. Without discussion, all members of the Foundation voted in favor.

New Business

Chairman Wickersham called for New Business:

Terminology

Mr. Gross made a **motion** to change the designation from “Chairman” and “Chairmen” to “Chair.” It was seconded by Ms. Wilder. Without discussion, all members voted in favor.

Turbo Vet

Mr. Galanti expressed to the VSF that Turbo Vet did not get the funding it needed to stay operational. They need to reactivate the servers to show that the system is operational to the US Department of Veterans Affairs. He asked for an emergency meeting of the finance committee where he can present a formal presentation where they can better make a decision. He is asking for \$25 thousand to get the system up and running.

Commissioner Burgess explained that the National Defense University, which is part of the Department of Defense has a representative present. He is Terrance Egland who is available for questioning. The \$25 thousand is not just to turn on the server but also for them to validate that the program works. Then it tells Veterans Affairs that Virginia is on the right track and that this is a system that should be used in all states.

Ms. Wilder wanted to know what the timeline was for getting the funding.

Mr. Galanti replied that the deadline is April.

Ms. Wilder asked if there is a way to speed up the process and make a decision on the issue.

Chairman Wickersham wanted to know who owns the software, and where is the \$25 thousand going to.

Commissioner Burgess said that there are several different software's. The software that manages the cases is the Commonwealth's, then there is the National Data base that will be owned by Veterans Affairs or the National Defense University. The money will go to the National Defense University to answer for the DVS.

Chairman Wickersham asked if there was a memorandum stating the agreement between the State of Virginia or National Defense University and the DVS.

Commissioner Burgess said that the agreement is between the DVS and the National Defense University and a document will be filed when he gets the funds to enter into the agreement.

Mr. Egland briefed the board that he is a doctor in the Navy and also an instructor at the National Defense University at the Industrial College of the Armed Forces. As a doctor he sees this as a service issue. There is the Federal Government, VA, the states, VSOs, and everyone has a piece of the service, but they do not have the way to integrate the systems. He is trying to find out where the gap is so he can fill it in. He explained that Stratizon owns Turbo Vet. What he has proposed was to bring the states together and have the customer service where the customers are. They want to take real veterans, and have them use the system and find out whether the system does or does not work. He would like to bridge the gap between the State and Federal employees. DVS needs to prove that the system can actually work.

Mr. Egland explained that he will make estimates and then submit the amount, and what it is needed for, to DVS and then would receive a voucher to receive funding.

Ms. Christopher wanted to know how long will the project take.

The Commissioner said that they are putting a 90 day window on the memo of understanding. It is not just the VA that he will be briefing.

Ms. Wilder said that Turbo Vet is the top priority of the BVS and of the JLC, and then it should be the VFS top priority.

Mr. Gross made a **motion** to table and refer the issue to the finance committee, and have them report to the VFS. There was no discussion. The vote was six in favor and one against. The motion passed.

Public Comment Period

Report of February 28, 2008 Fund Raiser

Ms. Washburn wanted to thank Mr. Hilgers, Commissioner Burgess, Mr. Galanti, Mr. Wilder, and members of the VSF. Ms. Washburn has taken the lead in fundraising for the Wounded Warrior Mental Health Project. Her goal is to raise \$500 thousand for the program between January and December of 2008. The Military Family Support Centers, Inc. will receive 10% of the profits due to their support with co-host the fundraising events. Ms. Washburn plans to set up a special account and post office box for the program. A CPA will be assigned to the account and will be sending out reports.

Ms. Washburn reported that by faxing the mission statement with the invitations she was able to get donations. She is putting together a new flyer and will be sending the flyer out with an invitation to all the major newspapers. The donations made to the VFS will be awarded after the third reception has been hosted. After the next meeting an itemized bill will be presented.

Ms. Washburn reported that the event that was held on February 28, 2008 was a success. It was hosted by LF Payne and McGuire Woods Consulting, with over 160 people were in attendance including Governor Kaine and Attorney General McDonnell. The event raised \$30 thousand cash contributions and \$20 thousand in pledges.

Adjourn

Chairman Wickersham asked for a motion to close the meeting. Ms. Christopher made a **motion** to adjourn the meeting and it was seconded by Mr. Galanti. There being no further business, a unanimous decision was made to adjourn. The meeting adjourned 2:25 p.m.